



Master Trainer Program

Research Paper Guidelines

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FEMA

Research Paper Overview

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The research paper requirements under the Emergency Management Institute Master Trainer Program are an integral part of developing the required knowledge and skills to support the competencies of a training professional. Specifically, the requirement to complete the program research papers is designed to develop and enhance the student's use of "research to application" methodologies.

Research to application encompasses research-based instructional and assessment practices that are supported by rigorous evidence. These practices support continuous improvement of training programs, including the validity of curricula, quality of instruction, and management of training. The purpose of research to application methods is to provide a solid, evidence based means to enhance the learning outcomes of a training program.

This document provides the guidelines for writing and submitting the research papers required in the Master Trainer Program.

General Research Paper Requirements

The following information provides guidance on specific formatting and content requirements for all research papers submitted for fulfillment of certificate requirements in the Master Trainer Program.

Research Paper Content

Each research paper in the Master Trainer Program will contain the following sections:

Section 1: Training Issue

- A. Issue Statement. This statement will describe the initial issue which forms the basis for research. The issue statement should clearly define the issue, and indicate the source(s) that identified the issue. Examples of sources include, but are not limited to, student feedback, staff observations, lessons learned documents, and After Action Reports.
- B. Literature Review. A synopsis of information developed through a review of literature regarding the issue. The literature review will contain abstract information from the source literature and a list of sources used in the review.
- C. Hypothesis. The hypothesis is a clear, specific statement of the issue, the variables expected to be encountered in researching the issue, and the student's expectations in collecting data that will either support or not support the hypothesis.

Note: Research studies are not conducted to “prove” a hypothesis. They are conducted to determine if data and evidence either support or do not support the identified issue.

Section 2: Research and Analysis Results

Provide a detailed description of the research conducted and resulting analysis of data. This section forms the primary content of the paper and describes the outcomes of the research and analysis.

The results should be linked to the hypothesis and indicate if the research and analysis conducted either support or do not support the hypothesis. This section will include:

- A. Hypothesized Results,
- B. Unhypothesized Results, and
- C. Statistical vs. practical significance of results.

Section 3: Conclusion and Recommendations

Provide a concise summary of the results of the analysis in relation to the hypothesis and a detailed plan of recommended actions to be implemented to resolve the issue and enhance training outcomes. This section will also include an evaluation plan to provide ongoing analysis of the actions to determine if they have had an impact on the issue.

Appendix A: Research Plan

The student will attached the research plan developed for the project as Appendix A of the paper. The research plan will include the following information:

- A. Introduction. Provide an overview of the research project to include:
 - A purpose statement identifying the reason for conducting the particular research investigation.
 - Research questions and hypotheses used to identify the issue and scope of the research project.
 - Definitions section clarifies the meaning of important terminology as used in the study.
 - Assumptions section that identifies the perspectives from which the student will operate in conducting the study.
- B. Legal and Ethical Restrictions. A description of legal and ethical restrictions anticipated or encountered while conducting research and analysis.
- C. Research Method. A description of the type of research conducted, the metrics and measuring instruments used, the method used for selecting the sample population, and the data to be collected.
- D. Analysis Method. A description of the analysis to be performed on the data collected, to include but not limited to: the measuring scales used; scoring

procedures; variation, normalization, and comparison of values; and interrelationship of metrics.

- E. Study Limitations. Identify the limits on how general the study's findings will be, based on sample size and other constraints.
- F. List of References. List references used in reviewing the literature and developing the study's methodology.
- G. Time Schedule. A description of the schedule for collection and analysis of data.
- H. Resources. A description of the resources required to perform the collection and analysis of data, including personnel and funds.
- I. Evaluation. A description of the processes used to evaluate the data collection and analysis procedures, and how evaluation is used to monitor and control the project.

Research Paper Format

Each research paper in the Master Trainer Program will utilize the following formatting rules:

- A. Paper size: 8.5" x 11", portrait layout. Landscape layout may be used in sections of the paper as appropriate to accommodate tables, charts, and graphics.
- B. Margins: 1" margins for the top, bottom, left, and right sides.
- C. Font. Times New Roman, font size 12.
- D. Paragraph: Left justified, double-spaced line spacing.
- E. Length: Minimum of 10 pages, maximum of 30 pages.
- F. Graphic, Images, and Charts. Use only images, graphics, and charts that support the information presented in the paper.

Students will cite all references and materials used in conducting the research and developing the research paper. Students may use either American Psychological Society (APA) or Modern Language Association (MLA) style conventions. One style must be used consistently through the paper.

APA style conventions may be reviewed at <http://www.apastyle.org/>.

MLA style conventions may be reviewed at <http://www.mla.org/>.

Instructor Certificate Research Paper

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed instructional delivery issue within their organization. Care should be given in selecting the instructional delivery issue to ensure it is not, in fact, an instructional design or training management issue.

Typically, instructional delivery issues concern areas regarding the learning environment and personnel facilitating learning events. Examples include but are not limited to:

- A. Instructor qualification
- B. Instructor selection
- C. Instructor evaluation
- D. Classroom suitability
- E. Student assessment practices

The issue identified in the paper must be associated to the delivery of training, not the training content and curricula, or management of training.

Instructional Design Certificate Research Paper

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed instructional design and development issue within their organization. Care should be given in selecting the instructional design issue to ensure it is not, in fact, an instructional delivery or training management issue.

Typically, instructional design and development issues concern areas regarding the course content and development. Examples include, but are not limited to:

- A. Maintaining content validity with regards to current doctrine, policy, and procedures.
- B. Efficiency in developing quality training materials
- C. Utilization of Instructional System Design theory in course development processes.
- D. Matching course design and development to organizational needs and goals.

The issue identified in the paper must be associated to the design and development of training content and curricula, not training delivery or management of training.

Training Management Certificate Research Paper

Each participant in the certificate program will be required to complete a research-to-application paper regarding an observed training management issue within their organization. Care should be given in selecting the training management issue to ensure it is not, in fact, an instructional delivery or instructional design and development issue.

Typically, training management issues concern programmatic areas regarding financing, administration, and evaluation of training. Examples include, but are not limited to:

- A. Promoting and marketing training courses and programs.
- B. Efficiency in managing training program resources.
- C. Administration of students.
- D. Management of training evaluation.

The issue identified in the paper must be associated to the management of training, not training delivery, or design and development of training content and curricula.

Master Trainer Certificate Research Paper

Each participant in the certificate program will be required to complete a research-to-application paper regarding the outcomes of implementation of recommendations from previous program research papers.

This paper will be comprised of the following:

Section 1: Training Issue

- A. Issue Statement. A synopsis of the training issues from each of the research papers developed for the Instructor Certificate, Instructional Design Certificate, and Training Management Certificate.
- B. Hypothesis. A hypothesis of the current state of the issues identified in the research papers developed for the Instructor Certificate, Instructional Design Certificate, and Training Management Certificate, based on implementation of recommendations from the previous research papers. The hypothesis will include the variables expected to be encountered in researching the issue, and the student's expectations in collecting data that will either support or not support the hypothesis.

Sections 2 and 3, and Appendix A of the research paper will be completed in accordance with guidance provided in Chapter 1.

